Government of Saskatchewan

Annual Report 1994/95

Employment Equity

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103-05474/

Government of Saskatchewan

Executive Summary

The Government of Saskatchewan and both public service unions, the Saskatchewan Government Employees' Union (SGEU) and the Canadian Union of Public Employees Local 600 (CUPE) work together to implement employment equity initiatives in Executive Government. This report summarizes the statistical data for each of the designated groups and the remedies and special measures undertaken to eliminate barriers, increase representation in the public service, and prevent discrimination and disadvantage.

The Government of Saskatchewan is committed to the principles of employment equity and recognizes that it is an effective means of enhancing employment opportunities for the designated groups.

The Steering Committee on Employment Equity, chaired by the Associate Deputy Minister to the Premier, and comprised of senior management, provided direction and monitored the government's program. The Committee was particularly active with numerous policy issues, and submitted an update to Cabinet of progress made since its 1993 directive to executive government to enhance and improve the employment equity program. In addition, the Steering Committee was involved in the monitoring of the employment equity plans being developed by the Crown Investments Corporation (CIC) and Treasury Board Crown Corporations.

In the latter part of this fiscal year, the New Careers Corporation was added to executive government's plan, and their qualitative initiatives have been included in this report. Other changes include a revision of the government's long term goals for three of the designated groups as recommended by the Saskatchewan Human Rights Commission (SHRC) in July 1994; interest based negotiations with SGEU to include employment equity in the collective agreement; and an agreement with CUPE to create a special classification to permit the hiring of designated group residents in an institution.

Short-term Goals

The Government significantly surpassed its numerical goals for all of the designated groups. In June, 1994, departments and agencies were requested to set targets for the 1994/95 fiscal year which would accelerate the recruitment of employment equity candidates, and at the same time, be realistic in a period of economic restraint. The goal set by departments and agencies was to hire 498 permanent and non-permanent placements over 12 months. The actual number achieved was 839, 41% more than the targeted number of positions. Of the 839, 38.4% (322) were permanent placements and 61.6% (517) non-permanent.

These data indicate that human resources personnel, senior and middle managers and, generally all staff, have made serious efforts to increase the number of designated employees in their workplaces. While we recognize that a large proportion of the employment equity candidates included in the short-term goals calculation consist of those recruited for non-permanent positions, often the opportunities in departments have been limited to these types of appointments. We recognize that we must continue to strive for increased staffing in permanent positions as a means of creating a critical mass of designated group employees in the public service.

Representation Data

The March 31, 1995 representation data indicate that there has been an increase in the representation of three of the four designated groups in the public service, while persons with disabilities remained the same. The recruitment and promotion activities that have occurred during the year, as indicated above in the achievement of short term goals, are not reflected in the year end results. Numerous designated group members have been introduced to the government workplace every year, but are not included in the March 31, 1995 statistics as they may have been occupying non-permanent or term positions, or they may have elected to leave for reasons of other employment and so on. When the data are analyzed in absolute numbers, the total number of employees in the designated groups in government have increased.

Overall, while there have been percentage increases from the previous years for the designated groups, these have been minimal, and the representation of the total public service continues to be well below the long-term goals set by the SHRC. We are very much aware of the need to continue to provide effective retention programs, to conduct exit interviews of all departing employment equity employees, and to continue to undertake innovative and supplementary activities to increase representation.

Special Measures

Departments initiate a number of special measures, many of which are ongoing, while others are new and unique to a particular department to meet their specific needs. The following are highlights of activities undertaken by departments, unions and the provincial coordinator's office:

- targeting positions in job advertisements for one, some or all of the designated groups, depending upon the position, and encouraging applicants to self-declare;

- computerizing the information in the inventories of resumes of designated group applicants; ensuring the referred candidates have appropriate training and skills for the positions;

- participating in career fairs, sponsoring science camps and mentoring Aboriginal students to provide information about job opportunities in government;

- providing practicum and work placements for students in community programs and educational institutions, including summer and co-op students;

- developing Letter of Understanding # 222 with the SGEU to facilitate the use of the Appendix E provisions of the PS/SGEU Collective Bargaining Agreement;

- translating the workplace survey form into Cree and Dene permitting Aboriginal employees whose first language may not be English to self-identify;

- supporting the Aboriginal Government Employees' Network (AGEN) support group by encouraging attendance at the May 1994 conference and by allocating funds to hire a full time administrator;

- developing partnerships with external agencies and groups to implement special measures, including producing a video, jointly sponsoring conferences, granting special leaves for employees to work with their communities;

- developing principles and implementing an education and awareness program to prevent and eliminate racial, ethnic and gender harassment in the workplace through a joint service-wide union/management committee (Appendix H) and initiating training for anti-harassment investigators;

- participating in many types of education and awareness activities: Aboriginal awareness, cultural sensitization, workplace and disability, managing diversity, family and work issues, prejudice/discrimination and demographic trends;

- conducting research on departmental employment equity committees with the view of assisting them to implement action plans effectively in their workplaces;

- continuing to recognize differences by providing accommodation in the workplace, including technical devices and services, job adjustments, work reassignments and accessibility renovations;

- acting as a resource to the CIC Crowns and Treasury Board Crown Corporations in establishing their employment equity plans;

- requiring permanent heads to report on employment equity goals/results upon which performance evaluations are based.

Difficulties Encountered

- As in previous years, restructuring, economic restraint, increased workloads and administrative requirements continue to prevent managers and employees from committing adequate time to employment equity activities and from achieving desired results.

- Lack of understanding of the employment equity objectives contribute to the low response rate to the workplace survey form. The current data do not accurately reflect actual representation in the workplace. It is necessary to continue to educate employees about the self-identification process, its purpose and confidential nature to encourage completion of the survey form. In addition, criteria for proof of membership in the designated groups were established to address potential false self-declarations.

Conclusion

We are optimistic of the future of employment equity in the public service and look forward to making significant advances over the next few years. We will continue to work closely with managers and staff, SGEU and CUPE, other employers and voluntary groups representing the designated groups in our efforts to ensure equity and fairness.

GOVERNMENT OF SASKATCHEWAN

ANNUAL EMPLOYMENT EQUITY REPORT 1994/95

BACKGROUND:

In June 1987, the Saskatchewan Human Rights Commission (SHRC) approved an Interim Employment Equity Plan which applied to out-of-scope, entry-level, and non-permanent positions and employees within the public service. A revised plan was submitted and approval was reaffirmed in July 1989. This plan dealt only with those public service positions in which the hiring and promotion decisions were not directly impacted by provisions of the collective agreements.

In November 1988, the SHRC approved an Interim Employment Equity Plan which applied to Saskatchewan Government Employees' Union (SGEU) positions and employees. The final comprehensive SGEU/Government plan was approved in March 1990. A plan applicable to Canadian Union of Public Employees Local 600 (CUPE) positions and employees was approved by the SHRC in July 1989.

With the exception of joint union/management committees, the same government structures are used to develop, implement, co-ordinate and monitor each government employment equity plan. Therefore, this annual report addresses all three approved employment equity plans on actions taken during the year to implement the plans, on progress made, difficulties encountered and changes under consideration.

The structure of this annual report follows the format of the Legal Provisions and Program Approval provided by the SHRC.

Regulation 50 a) Applicant

The applicant is the Government of Saskatchewan. The application is for approval of three employment equity plans addressing:

1. out-of-scope, entry-level, and non-permanent positions and employees
2. SGEU positions and employees
3. CUPE positions and employees

Out-of-scope and SGEU positions are located throughout the province, although most are located in Regina and Saskatoon.

CUPE positions in the Departments of Social Services and Health are located in the following centres and institutions:

- Mental Health Centre, Prince Albert
- Mental Health Centre, Weyburn
- Mental Health Centre, Yorkton
- Valley View Centre, Moose Jaw
- Saskatchewan Hospital and Battlefords Mental Health Centre, North Battleford

Effective April 1, 1995, CUPE positions in the health centres will be transferred to their respective district health boards.

Regulation 51 a) Name of the Applicant

As of March 31, 1995, there were 18 government departments, two secretariats and two Treasury Board Crown Corporations participating in the Government of Saskatchewan's employment equity program.

Agricultural Credit Corporation of Saskatchewan
(Treasury Board Crown Corporation)
Agriculture and Food
Economic Development
Education, Training and Employment
Energy and Mines
Environment and Resource Management
Executive Council
Finance
Health
Highways and Transportation
Indian and Metis Affairs Secretariat
Justice and Attorney General
Labour
Milk Control Board
Municipal Government
New Careers Corporation
(Treasury Board Crown Corporation)
Office of the Ombudsman
Provincial Secretary
Public Service Commission
Saskatchewan Municipal Board
Social Services
Women's Secretariat

The New Careers Corporation became part of the government's employment equity plan in the fall of 1994. Their qualitative employment equity activities are included in this year's report. In addition, the Children's Advocate Office, created in 1994, and the Office of the Ombudsman submitted a joint activities report.

Regulation 51 b) Name of Person Responsible

The Associate Deputy Minister to the Premier chairs the Employment Equity Steering Committee and is responsible for implementing and monitoring the plans throughout government. The provincial Cabinet determines government policy and direction on employment equity. At the interface between Cabinet and the public service, the Steering Committee interprets Cabinet policy and manages its implementation. The membership of the Steering Committee includes representatives from Executive Government, CIC Crowns and Treasury Board Crown Corporations. As of March 31, 1995, the Committee members were:

Marianne Weston Chairperson	Associate Deputy Minister to the Premier	Executive Council
Shiela Bailey Vice-Chairperson	Chair	Public Service Commission
Ken Alecxe	Associate Deputy Minister	Municipal Government
Cheryl Hanson	Advisor	Finance
Barrie Hilsen	Vice-President Human Resources	Saskatchewan Property Management Corporation
Marv Hendrickson	Deputy Minister	Indian and Metis Affairs Secretariat
Con Hnatiuk	Deputy Minister	Social Services
Bill Hyde	Vice-President Human Resources	Crown Investments Corporation
Dan Perrins	Deputy Minister	Education, Training and Employment
Faye Rafter	A/Executive Co-ordinator	Women's Secretariat
Janis Rathwell	Assistant Deputy Minister	Labour
Pat Deiter-McArthur	Equity Co-ordinator	Crown Investments Corporation
Lily Tingley	Provincial Employment Equity Co-ordinator	Public Service Commission

The Chair of the Public Service Commission (PSC) is responsible for co-ordinating the implementation of the plan and supporting and promoting the plan through training and staffing activities in Executive Government.

The permanent head of each department is responsible for the implementation of the employment equity plan in that department.

The two joint union/government employment equity committees are responsible for overseeing the implementation of the plan, developing new initiatives, and providing consultative services and feedback on activities.

Regulation 51 c) Designated Groups
in Accordance with Regulations 53 a) i) to iii)

The four designated groups addressed by the employment equity plans are women, persons of Aboriginal ancestry, persons who have physical or mental disabilities and members of visible minority groups.

The plans address the under-representation of women in managerial and non-traditional occupations throughout the public service. Managerial occupations for women include all those in the management and professional levels 1 to 12B. Non-traditional occupations include those classifications which have fewer than 30% of the positions occupied by women (along with appropriate related classifications). The latter definition of 30% females in a non-traditional classification was developed in consultation with the SGEU and CUPE, since the majority of these are in-scope. The SHRC's comparable statistic of females in the working age population is 45%.

Persons of Aboriginal ancestry include Indian, Metis and Inuit. The comparable statistic of the working age population for Aboriginal people, compiled by the SHRC, is 12.2%.

The government's plans also include persons with physical or mental disabilities. Persons with disabilities are defined as those who actually require an accommodation in the workplace or who have a visible disability. The corresponding SHRC community representation statistic is 9.7% of the working age population.

Members of visible minority groups is defined by the SHRC as "persons who are, because of their race or colour, in a visible minority in Canada". The SHRC's comparable statistic is 5.1% for Saskatchewan's working age population.

Regulation 53 a) i) Representation of the Designated Groups

A. Workforce Survey

Completion of the workplace survey form is voluntary and employees are strongly encouraged to complete the form with assurance that the information is strictly confidential and would be used to calculate aggregated data only, unless employees stated otherwise.

All employees are requested to complete the workforce survey form, even if they are not members of a designated group. The response rate data indicate the percentage of designated group employees as a proportion of the employees who responded. Printouts of non-respondents' names are provided to departments who request them, in order that these employees may be provided another opportunity to complete the survey forms.

The workforce survey form was translated into Cree and Dene for Aboriginal employees, particularly those working in northern Saskatchewan.

B. Statistical Data

(i) Overall Representation and By Type of Position

Tables 1 - 3 summarize the representation of the four designated groups in the public service as of March 31, 1995. Table 1 (Figures 1 and 2) provides an overview of representation in government from 1991 to 1995. Tables 2 and 3 (Figures 3 and 4) present percentage statistics by designated groups in management positions for the year ending March 31, 1995, compared to March 31, 1994.

Table 1
Designated Group Representation in Government: 1991 - 1995

	March/91	March/92	March/93	March/94	March/95
Persons of Aboriginal Ancestry	2.9%	3.1%	3.4%	5.5%	5.9%
Persons with Disabilities	2.3%	2.4%	2.4%	3.1%	3.1%
Members of Visible Minority Groups	N/A	N/A	N/A	1.9%	2.1%
Women in Management*	26.1%	26.8%	28.3%	30.6%	31.8%
Women in Non-Traditional Positions	19.3%	19.8%	16.1%	19.7%	15.4%
Women in Government	54.2%	54.8%	54.7%	54.7%	55.7%

* Women in all levels of the Management & Professional Classification Plan

N/A Not available. Members of visible minority groups were added as a designated group for employment equity purposes in 1993 and surveyed in 1994.

NOTE: Figures are based on self-identification (workforce survey form)

The representation data on Aboriginal people, visible minority members and women in management have increased from the previous year. Representation of persons with disabilities remained the same at 3.1% and women in non-traditional positions decreased.

The statistics for women in non-traditional positions continue to shift dramatically, due to inclusions and deletions of categories in the computer system, more particularly, (a) labour service employees and (b) laboratory technologists.

(a) Labour service employees are seasonal employees and are employed in the Departments of Agriculture and Food, Highways and Transportation, Environment and Resource Management and Municipal Government. The majority of these employees are hired during the summer months and laid off in the fall. They may be assigned to survey crews, government farms, community pastures, maintenance and bridge construction, forestry, fisheries and wildlife, historical parks, fire protection, recreation, sales and services, resource management, and ferries. These employees have special "recall" provisions which allow them to be considered for positions annually, based on their accumulated seniority.

In previous years, the Human Resources computer system (HRS) maintained by the PSC for the public service was not able to accommodate labour service data for Highways and Transportation, and Environment and Resource Management, due to the nature of the complicated layoff and recall provisions. These departments were able to manually provide statistics for labour service employees for the overall public service representation, with the exception of women in non-traditional occupations.

In 1992 and again in 1994 the HRS system incorporated a number of active (does not include those on layoff or recall) labour service employees in the public service. Consequently, the reports showed increases in the number of non-traditional positions in government. The corresponding representation of women in these positions are disproportionate, thereby decreasing the overall representation of women in non-traditional positions in government.

(b) The employee database indicated that over 90% of the laboratory technologists 1-3 were female and therefore should not have been considered to be non-traditional. Effective July 1, 1994, this classification was deleted from the list, reducing the total number of women in non-traditional occupations by 109.

In summary, the overall representation data do not accurately reflect the efforts and commitment by government to increase the representation of all designated groups. Table 6 on page 16 (short-term goals and recruitments) supports the observation that departments have been filling positions (839 staffing employment equity actions over the year) with designated group members. However, most of the opportunities for recruitment activity were for non-permanent or short-term employment.

Figure 1

REPRESENTATION OF WOMEN IN GOVERNMENT 1991 TO 1995

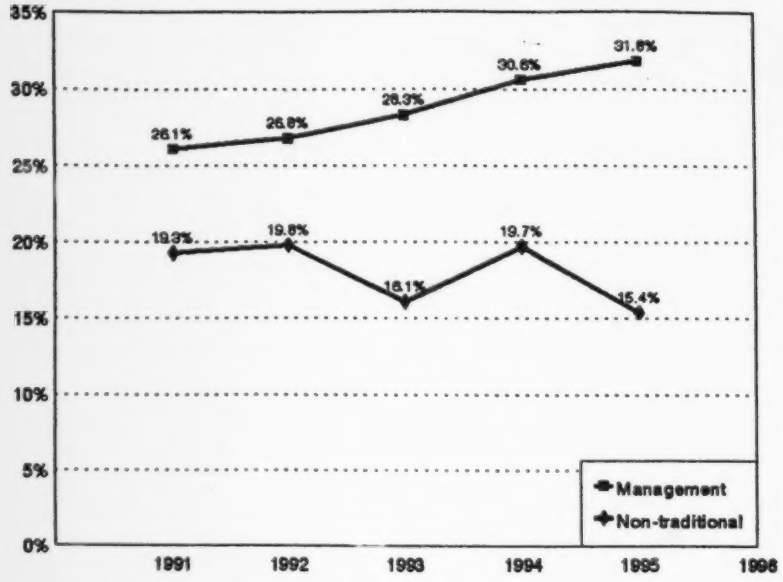
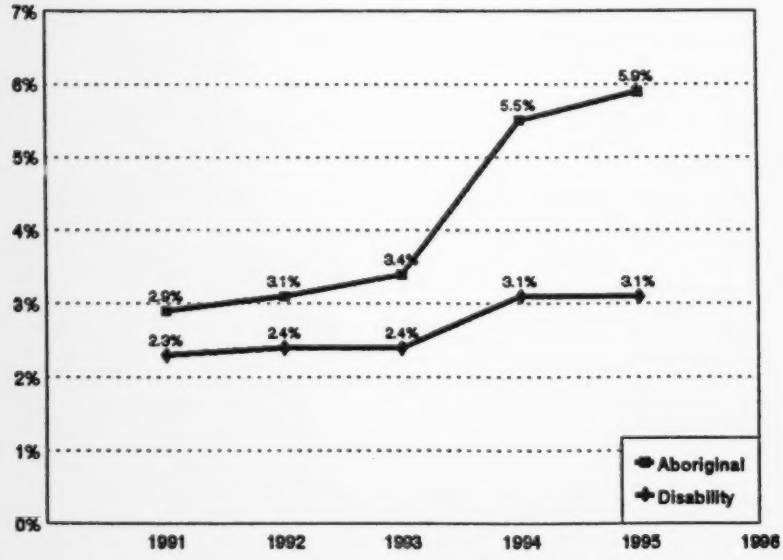


Figure 2

REPRESENTATION OF DESIGNATED GROUPS IN GOVERNMENT 1991 TO 1995



*Statistics on members of visible minority groups are not plotted, due to minimal available data.

(ii) Representation by Management Levels

From 1991 to 1995, there has been a steady increase of women in management levels. At SHRC request, this year's data include a breakdown for women by Levels 11-12B and 7-10.

Table 2

Representation in Management Positions: 1991 - 1995

	March/91	March/92	March/93	March/94	March/95	
Persons of Aboriginal Ancestry	1.6%	1.7%	1.8%	2.4%	2.3%	
Persons with Disabilities	3.4%	3.4%	3.1%	3.4%	3.7%	
Members of Visible Minority Groups	N/A	N/A	N/A	2.3%	2.3%	
Women: Levels 7-12	18.1%	19.1%	20.4%	23.6%	Levels 11-12B	21.4%
					Levels 7-10	25.6%
Levels 1-6	30.4%	31.0%	32.6%	34.6%	Levels 1-6	35.8%
Total	26.1%	26.8%	28.3%	30.6%	Total	31.8%

Table 3

Designated Group Representation in Management Levels

Management Levels	Filled Positions	Women	Persons of Aboriginal Ancestry	Persons With Disabilities	Members of Visible Minority Groups
March 31, 1994					
7 - 12	627	148 (23.6%)	14 (2.2%)	21 (3.3%)	13 (2.1%)
1 - 6	1123	388 (34.6%)	28 (2.5%)	39 (3.5%)	27 (2.4%)
Totals	1750	536 (30.6%)	42 (2.4%)	60 (3.4%)	40 (2.3%)
March 31, 1995					
7 - 12	664	167 (25.2%)	16 (2.7%)	28 (4.2%)	14 (2.1%)
1 - 6	1129	404 (35.8%)	25 (2.3%)	38 (3.4%)	28 (2.5%)
Totals	1793	571 (31.8%)	41 (2.3%)	66 (3.7%)	42 (2.3%)

Figure 3

WOMEN IN MANAGEMENT POSITIONS 1991 TO 1995

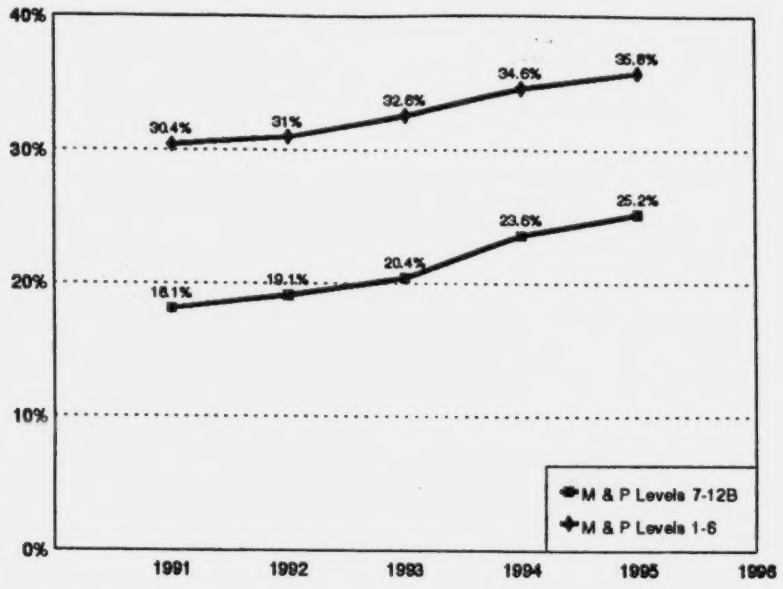
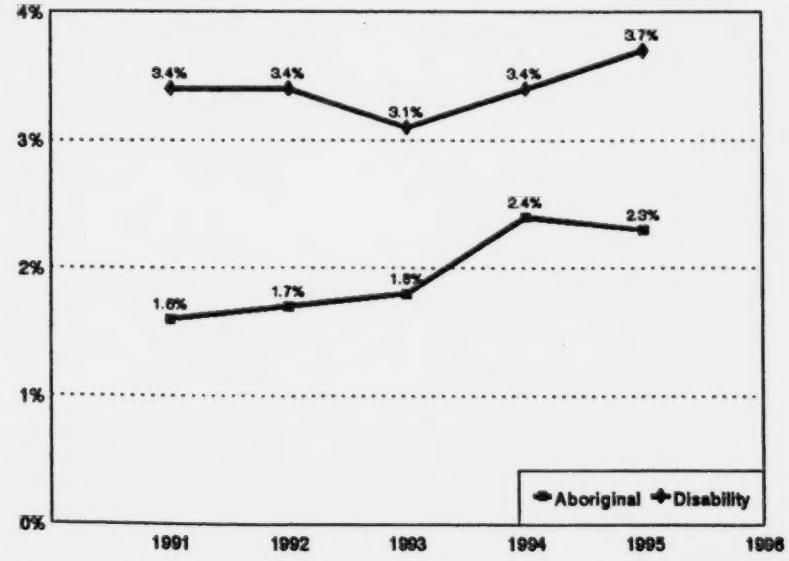


Figure 4

DESIGNATED GROUPS IN MANAGEMENT POSITIONS 1991 TO 1995



* Statistics on members of visible minority groups are not plotted, due to minimal available data.

(iii) Representation by Occupational Group

In the 1994/95 Term and Condition of Approval #2, the SHRC requested specific statistics:

Workforce analysis of permanent staff
Workforce analysis of non-permanent staff
Staffing of permanent positions by external hires
Staffing of non-permanent positions by external hires
Promotion of permanent staff
Turnover of permanent staff

Appendix A categorizes the data by occupational group, gender and designated group.

Occupational Groupings

Designated group members were categorized according to these occupational groups: (Tables 1 - 12 in Appendix A)

Administrative, Fiscal and Clerical
Engineering and Applied Sciences
Agricultural and Environmental Resources
Inspection and Regulatory
Education
Medical and Related Services
Social Services
Trades, Labour and Operational Services
M & P levels 1 to 6 (Tables 10 to 12 only)
M & P levels 7 to 12B (Tables 10 to 12 only)

From the tables in Appendix A, it is noted that:

- From March 31, 1994 to March 31, 1995, the total number of public service employees increased in absolute numbers by 178 persons, with corresponding increases in the designated groups. For example, persons of Aboriginal ancestry increased from 616 to 670, persons with disabilities 353 to 359 and members of visible minority groups 219 to 237 (Tables 1-3).
- The increase of women in government occurred mainly in permanent positions, from 4063 in 1994 to 4272 in 1995 (Table 4).
- The response rate to the workforce survey varies from a low of 33.9% in the non-permanent agricultural and environmental resources category to a high of 90% in non-permanent engineering and applied sciences category. Among permanent staff, approximately 60% of the public service have completed the survey forms.
- Females tend to be concentrated in the administrative, fiscal and clerical groupings (Tables 5 and 6).
- Aboriginal persons are well represented in the Social Services occupational grouping, but not in the other categories (Table 7).

- Persons with disabilities and members of visible minority groups are more or less evenly distributed across all categories, but as a minimal percentage of the total workforce (Tables 8 and 9).

(iv) Representation in CUPE Positions

Table 4 summarizes data for CUPE positions by designated group and by department (Health and Social Services).

Table 4

Designated Group Representation in CUPE 600 Positions

	Filled Positions	Women	Persons of Aboriginal Ancestry	Persons With Disabilities	Members of Visible Minority Groups
March 31, 1994					
Health	572	421 (73.6%)	16 (2.8%)	12 (2.1%)	7 (1.2%)
Social Services	609	448 (73.6%)	24 (3.9%)	17 (2.8%)	21 (3.4%)
Total	1181	869 (73.6%)	40 (3.4%)	29 (2.5%)	28 (2.4%)
March 31, 1995					
Health	572	424 (74.1%)	17 (3.0%)	10 (1.7%)	7 (1.2%)
Social Services	634	479 (75.6%	26 (4.1%)	17 (2.7%)	24 (3.8%)
Total	1206	903 (74.9%)	43 (3.6%)	27 (2.2%)	31 (2.6%)

(v) Management and Professional Classification Plan Salary Levels

The approved out-of-scope plan provides salary range data for the government's management and professional classification plan. Appendix B lists the monthly rates for sample positions in the out-of-scope classification plan as of March 31, 1995.

Regulation 53 a) ii) Community Analysis

The SHRC estimates of designated group people in the working age population (15 - 64 years) in Saskatchewan were revised in July 1994:

	From	To
Women in the workforce	43.0%	45.0%
Persons of Aboriginal ancestry	12.2%	12.2%
Persons with disabilities	6.2%	9.7%
Members of visible minority groups	4.4%	5.1%

As departments were not aware of these revised long-term goals when they established their short-term targets for 1994/95, reported results are based on last year's community analysis, as confirmed in a letter dated December 9, 1994 from the SHRC.

Regulation 53 a) iii) Under-representation

Persons of Aboriginal ancestry, persons with disabilities and members of visible minority groups are generally under-represented in the public service. It is necessary that their participation be increased in the managerial and non-traditional categories and in all occupational levels.

While the representation of women in the public service generally is good, they tend to be over-represented in certain occupational groups and under-represented in the managerial and non-traditional occupational areas.

A. Non-Traditional Occupations for Women

Appendix C lists the SGEU and CUPE occupations considered to be non-traditional for females. It includes those classifications in which women make up less than 30%, along with appropriate related classifications. As mentioned earlier, laboratory technologists were removed from the non-traditional list in July, 1994. Table 5 provides a summary of women in non-traditional CUPE and SGEU positions. Substantial efforts must be made in the future to meet the goal of a 45% workforce representation of women in non-traditional positions.

Table 5
Non-Traditional SGEU and CUPE 600 Positions
March 31, 1995

	SGEU	CUPE
Non-Traditional Positions	2789	33
Women in Non-Traditional Positions	427 (15.3%)	8 (24.2%)

B. Women in the Public Service

The number of women employed in the public service increased to 55.7%, from 54.7%. There has been an overall increase of women in management, from 30.6% to 31.8%. As of March 31, 1995, 21.4% were women in levels 11-12B and 25.6% levels 7-10 (senior management), and 35.8% in levels 1-6 (middle management). The gains made in increasing representation of women in all levels of management are encouraging, particularly in senior executive positions.

Regulation 51 d) Goals in Accordance with Regulation 56 a)

A. Long-term Goals

The long-term goal is a public service in which women, persons of Aboriginal ancestry, persons with disabilities, and members of visible minority groups are employed in the same proportions in which they are available in the working age population and are either qualified or could become qualified through reasonable efforts on the part of the employer.

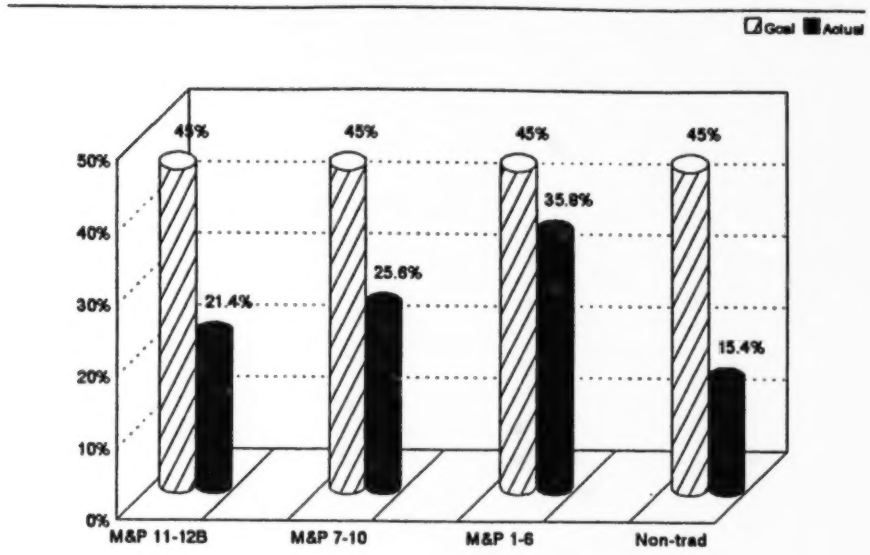
The long-term (20-year) goals for government are:

Women in management and non-traditional positions	45.0%
Persons of Aboriginal ancestry	12.2%
Persons with disabilities	9.7%
Members of visible minority groups	5.1%

Figures 5 and 6 compare actual representation with the long-term goals.

Figure 5

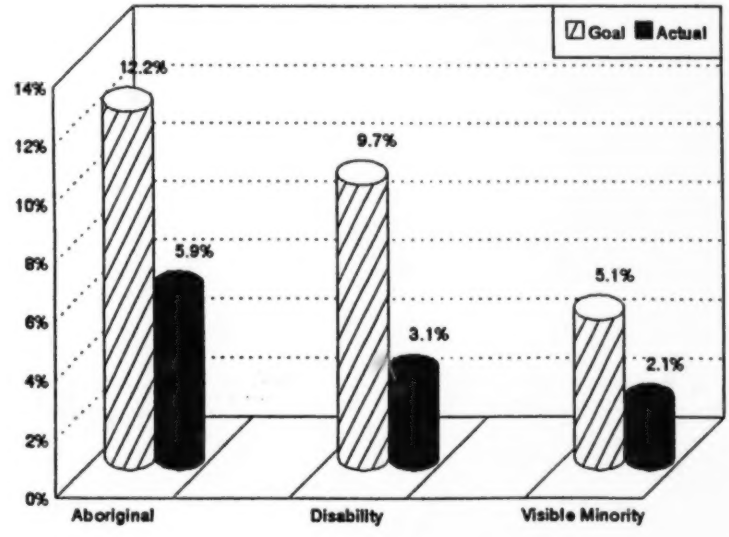
WOMEN IN MANAGEMENT AND NON-TRADITIONAL POSITIONS
March 31, 1995



M&P: Managerial and Professional Levels
Non-trad: Non-traditional positions

Figure 6

REPRESENTATION OF DESIGNATED GROUPS
March 31, 1995



B. Short-term Goals

Quantitative short-term goals for recruitment were established by departments for 1994/95. The following table summarizes the achievement of these goals:

Table 6
Short-term Goals and Recruitments* - 1994/95

	Goal	Permanent	Non-Permanent	Total
Women in Management	97	139	32	171
Women in Non-Traditional Positions	129	59	188	247
Persons of Aboriginal Ancestry	189	87	205	292
Persons with Disabilities	38	20	42	62
Members of Visible Minority Groups	45	17	50	67
Total	498	322	517	839

* Data compiled manually by each department.

Note: Board Minute positions appointed in Agricultural Credit Corporation of Saskatchewan (ACS) have been included in the total recruitment statistics. Refer to Appendix D for a detailed explanation.

The total number of designated group members recruited in 1994/95 was 839, of which 322 were permanent and 517 were non-permanent. Over 61% of total recruitments were non-permanent employees, many of whom were summer students and co-op students. Our efforts in hiring permanent employees have been exceptional from 183 in 1994 to 322 in 1995, an increase of 43%.

We exceeded our targets for all designated groups. Proportionately, we were particularly successful in the recruitment of women in management and non-traditional roles, and persons of Aboriginal ancestry. Departments improved considerably in hiring women in permanent management positions. In absolute numbers, women in non-traditional positions and Aboriginal persons fared better (247 and 292 respectively) than persons with disabilities and members of visible minority groups. This may be due partly to demographics, as women and Aboriginal people represent a larger proportion of the labour market.

Table 6 summarizes the recruitment activities over 12 months, indicating an extremely busy and rewarding year. However, as mentioned earlier, the March 31, 1995 year-end statistics do not adequately reflect this activity as they exclude summer and co-op students, non-permanent employees and labour service persons who are on lay-off, many of whom are members of the designated groups.

Regulation 51 d) Short-term Goals for 1995/96

The Associate Deputy Minister to the Premier will request departments to submit quantitative and qualitative goals for 1995/96 by mid-June, 1995.

While it is recognized that there is a greater challenge to be faced in this time of restraint, each department will be requested to use a pro-active approach which will achieve realistic, but assertive employment equity goals.

These short-term goals will include specific activities and initiatives related to employment equity, as well as numerical targets for recruitment of each of the four designated groups. The goals will include reasonable time frames for completion of each initiative and identify who is responsible for its achievement. Goals will also be responsive to changing conditions in the workplace.

Departments will take into consideration:

- the activities, achievements and difficulties of the previous year;
- availability of qualified designated group applicants and employees;
- department restructuring;
- the approved 1995/96 budget and related program changes;
- centralized training policies such as anti-harassment and Aboriginal cultural awareness training;
- devolution exercises in the Departments of Health and Social Services; and
- anticipated vacancies and turnovers.

Regulation 51 e) Special Measures

This section summarizes and highlights some of the government's employment equity activities. Additional specific information may be obtained from department employment equity co-ordinators listed in Appendix E.

A. Advertising

1. Advertising the government's commitment to employment equity:

   - Job vacancies are advertised in the PSC "Saskatchewan Careers Bulletin" which is available in braille and by a telecommunication (TDD) line.

   - The PSC Communication Unit's display is used as a backdrop for career fairs to reflect designated group employees in a positive, non-stereotypic manner.

   - Articles about designated group employees and departments' action plans are featured in departmental newsletters.

2. Including a statement about employment equity in job advertisements:

   - Statements regarding the government's commitment are used when advertising in print:

     We are committed to employment equity and encourage applications from persons of Aboriginal ancestry; persons with disabilities; members of visible minorities; and women seeking management and non-traditional roles.

     We are committed to employment equity and ensure equal opportunity for all candidates.

3. Appropriately depicting designated group members in published material:

   - Designated group employees are featured in internal publications and general government information material in a non-stereotypic manner.

4. Ensuring the absence of systemic barriers in job advertisements:

   - Advertisements are gender neutral in images and language and are free from overtones of sexism and racism.

   - Job descriptions are reviewed by staffing consultants, managers and employment equity committees to ensure that no systemic barriers exist.

5. Placing job advertisements in appropriate publications:

   - Job advertisements are placed in publications to reach the designated group readership, particularly those in northern Saskatchewan communities.

   - Some positions are advertised at the Circle Vision Art Corporation, Saskatchewan Indian Federated College (SIFC), Saskatchewan Indian Cultural Centre, Saskatchewan Institute of Technologies and newspapers, in addition to those published in Regina and Saskatoon.

6. Targeted advertising:

   - In 1994/95, 62 advertisements were targeted: 48 Aboriginal, 1 disability, 1 Aboriginal/visible minority and 12 all designated groups, by varying the following advertisement:

     This position is targeted under the Employment Equity program for persons of Aboriginal ancestry, persons with disabilities and members of visible minorities, as per Article 22 of the PSC/SGEU Collective Agreement. Candidates must self-identify to be eligible for this position.

- Advertisements for selected non-traditional positions included a statement that, if a fully qualified candidate could not be found, the position would be underfilled. As a result, two women in non-traditional positions were hired.

B. Recruitment

1. Recognizing transferable/equivalent skills and experience:

   - Position requirements are stated in terms of knowledge, skill and abilities and unless required by statute: "equivalent combination of training and experience" is accepted in place of specific credentials.

2. Identifying feeder classifications and positions:

   - Departments identify trainee positions which can be filled by designated group members who wish to improve skill levels.

3. Identifying positions to be filled by designated group members:

   - Departments and PSC monitor vacancies to identify those which can be filled by designated group members, either on a permanent, non-permanent or secondment basis.

   - Managers are encouraged to consider qualified designated group candidates for non-permanent positions and out-of-scope vacancies.

4. Use of entry level (Article 22) positions for designated group members:

   - Article 22 of the PS/SGEU Collective Bargaining Agreement (CBA) allows exceptions to normal hiring procedures in certain classes of positions for employment equity purposes. Departments have used this provision to accelerate the recruitment of designated group members at the entry level. It may be noted that effective April 1, 1995, Article 22 has been eliminated and replaced with new provisions in the PS/SGEU CBA.

5. Inventories of qualified designated group members:

   - The PSC maintains inventories for persons of Aboriginal ancestry and for members of visible minority groups, while the Disabilities Directorate (Department of Labour) maintains the inventory for candidates with disabilities. Inventories are used by government departments, CIC Crowns and Treasury Board Crown Corporations and private sector employers when staffing vacancies.

As of March 31, 1995, there were 1361 resumes in the Aboriginal inventory, with 70 placements since mid-1993, and 421 in the disability inventory, with 27 placements. The visible minority inventory, which was established recently, has 182 resumes.

6. Active searches for designated group candidates:

   - Staff responsible for the central inventories contact external agencies and organizations for referrals of qualified candidates to match specific vacant positions. Departments have also established their own contacts with community organizations, for example, tribal councils and bands (Keesekoose, Cote and Meadow Lake) to discuss employment opportunities.

   - Native liaison officers in one department assist in the recruitment of Aboriginal candidates for positions in northern Saskatchewan.

   - Departments participate in career fairs around the province to solicit interest in non-traditional careers and to attract designated group members. Department staff also took part in the "Face to Face" program with potential applicants who have a disability.

7. Meetings with organizations representing designated groups:

   - PSC and departments are in contact with voluntary groups on an ongoing basis to accept referrals and to discuss the qualifications of candidates. Representatives from community groups participate as active members on government working committees and task forces.

   - In partnership with community groups, departments participate in the Take One campaign (employment of persons with disabilities).

8. Use of training programs when hiring qualifiable designated group members:

   - Practicum and work placements are arranged for designated group members. Examples include a Business Management Studies student sponsored by the Touchwood File Hills Tribal Council in Wynyard; Bridging Program for Women, ATERA, Neil Squire Foundation, Regina Catholic and Public Schools Programs, High School Work Experience Education Program, Young Public Servant for a Day, Faculties of Social Work and Human Justice, and SIFC.

   - Departments offer work placement opportunities to assist community college students with the work experience component of their courses. Work education has been provided to office education graduates in Weyburn and Swift Current offices.

- One department is in the process of finalizing the specifics of a Youth Internship Project. The purpose of the training is to aid students in the transition from school to work by providing basic employability skills, providing on-side specific technology-based training, helping young people make informed career decisions and assisting participants develop definable skills that are portable and transferable. The project co-ordinator will be recruiting participants for the project through local organizations (ie: Regina Open Door Society, the Multicultural Council of Saskatchewan, Riel Employment, Rainbow Youth, Employment Access and other programs at Wascana Institute). The on-site job training will be of a general nature and of interest to personnel who are interested in a career in the environmental sector.

9. Permanent and non-permanent appointments

- Mechanisms used to appoint designated group members include:

  - Competitions for permanent positions.
  - Other appointments of a permanent or non-permanent nature, which include transfers within/between departments and promotions within/between departments, any of which may involve either a permanent move, or appointments to temporary, part-time and casual positions.
  - Assignment of new higher level duties on a permanent basis, followed by an upward reclassification.

- Employees are made aware of internal developmental and secondment opportunities.

10. Non-article 22 SGEU positions (Appendix E in the PS/SGEU Collective Agreement)

- In the approved SGEU/Government employment equity plan, a provision has been made where the employer may designate "X" positions annually for the purpose of increasing the representation of designated group members. The following criteria were set in 1989/90 when designating these positions:

  - This designation of positions not currently covered by Article 22 (Part 1) and Article 3.1.1 (Part 6) must be mutually agreed upon by both parties in accordance with Article 22 (Part 1) and Article 3.1.1 (Part 6).

  - Positions so designated shall be new or unencumbered (vacant) positions. This means the employer agrees that no employee, whether permanent or non-permanent, will be displaced in order to comply with this process.

- Designation means a preference may be expressed for a particular designated group and, in the first instance, only applications from members of that designated group need to be considered.

- Employees who are on a long-term disability plan and who have a physical disability as defined in Section 51 (c) will qualify as members of the designated group - persons with disabilities, for employment equity purposes. Filling positions designated for persons with disabilities will be done in accordance with Letter of Understanding #157.

- In the 1994/95 fiscal year, 38 positions of a total of 44 requests (86.4%) were approved by the SGEU under this provision (Table 14 in Appendix A).

11. Self-identification on employment application:

- Applicants are encouraged to self-identify on both the regular and summer student application forms.

12. Interviewing process:

- Managers and staffing consultants prepare interview guides which are free from systemic and cultural barriers.

- Whenever possible, representatives of the designated groups participate on interview panels.

13. Monitoring turnover rates:

- All departments are required to conduct voluntary exit interviews with designated group employees leaving the public service. Departments are free to conduct interviews with all staff, if their resources permit.

- As agreed with the SHRC, departments do not interview employees who have been affected by downsizing or were involuntarily terminated.

- Table 15 in Appendix A presents the data on designated group employees (self-declared) leaving the public service from April 1, 1994 to March 31, 1995. Exit interview data indicate that the most frequent reasons for termination included: term completed, new job outside of government, retirement and relocation.

14. Summer Student Program

- The summer student program is centrally administered by the PSC. Full-time students (who are normally residents of Saskatchewan) are eligible to apply and must be returning to school on a full-time basis in the fall. Preference is given to post-secondary students.

- Students are referred to departments for specific positions on a random basis by computer within categories (i.e. location, availability, students' job preferences, special skills if appropriate such as word processing). The random selection process is automated. Pertinent data from student application forms are entered into a computer system (name, address, job preferences, skills, location preferences, availability, employment equity). Applications selected are then forwarded to appropriate departments for final selection. Whenever possible, application forms from the designated groups are included with each package of resumes of qualified students. There were some instances when PSC was not able to supply resumes from designated group members for jobs requiring certain technical and specific skills.

- Table 16 in Appendix A quantifies the applications received and the students hired by designated group.

15. Mentoring Program

- The mentoring program with Aboriginal students from Scott Collegiate in Regina is in its fourth semester, with 15 students and government managers involved in the winter 1995 semester, of which 8 are from Executive Government and the other 7 from SaskTel. The program will be expanded to include SGEU members from the Regina Branch. To date, managers have been involved as mentors; it is important to involve the front line workers and others who are not necessarily in managerial and supervisory positions to mentor high school students. After discussions with Scott Collegiate and the PSC, the SGEU (Regina Branch) reviewed the proposal with its members and is drawing up a Letter of Understanding to permit participation of its members as mentors for the fall 1995 program.

C. Developmental Opportunities

1. Staff Development Programs:

- The government has initiated a skills development model that focuses on self-directed learning. Resource Centres (which contain a wide range of resource materials) have been established in most departments.

- Employees create their own self-development plans and identify areas of interest. In one department, upon approval for the development plan, employees have up to one day a month to devote to self-development.

- Designated group employees are eligible for tuition and book reimbursement.

- A fourteen week pilot program of the Workers' Education for Skills Training (WEST) was offered in northern Saskatchewan. The program, jointly sponsored by government and the Saskatchewan Federation of Labour (SFL), provided the participants with the opportunity to upgrade their basic reading, writing, math and communications skills in a group setting. The group met twice a week in the Denare Beach office from noon to 2 p.m. - one hour on government time and one hour on their own time. Objectives, study methods and course material were determined democratically by the group.

2. Developmental Assignments:

- Departments encourage and support current designated group employees who may be interested in career assignments, job rotations, secondments and temporary performance of higher duties to gain different work experiences, and new technical and management skills.

- Departments arrange for job reassignments e.g. traditional to non-traditional positions, "interagency" enrichment, temporary upward reclassification and special projects for designated group employees. For example, several Aboriginal employees were granted leaves of absence to work with their Native communities.

- Departments continue to offer variable hours, job-sharing and career leaves to meet individual and family needs. The variable hours/job sharing program allows employees to decrease their hours of work and maintain their permanent status. Permanent out-of-scope, CUPE and SGEU employees are eligible, with approval of the supervisor. Career leave options provide opportunities for employees to take leave for personal development purposes, family reasons, community service, and temporary work experience.

3. Other Developmental Programs:

- Other developmental programs include PSC courses, departmental technical training, seminars or conferences sponsored by outside agencies, internal seminars, and out-of-province conferences and meetings.

- The SIFC, PSC and Indian and Metis Affairs Secretariat (IMAS) are working together to develop the Aboriginal cultural sensitization program.

D. Ethnic, Racial and Gender Harassment

- Under Appendix H of the PS/SGEU CBA, government-wide anti-racial, ethnic and gender discrimination training program was developed jointly by the SGEU and government. Appendix H anti-harassment training (2 days) is being implemented across government. To date, 207 employees have participated in 10 sessions since November, 1994. The University of Saskatchewan has been contracted to develop a train-the-trainers program for delivery of the Appendix H package to all employees. A detailed report of the contents of the training package was submitted to the SHRC in December, 1994, in compliance with Terms and Conditions of Approval #7.

- A harassment investigation training course was offered by the PSC. A four day workshop was developed jointly by the SGEU and Staff Development Branch of PSC to train selected in and out-of-scope employees on how to investigate harassment complaints. In August, 1994, 24 employees attended the first training session, and another 23 will attend in April, 1995.

- The government's human resources policy manual has been updated to reflect the policy of zero tolerance of harassment in the workplace.

- Brochures on harassment have been published by government and the unions, and distributed widely. One brochure was included as an insert with employees' pay cheques.

E. Education and Awareness

1. Internal Communications:

   - Reports of employment equity goals and results are approved by deputy ministers and distributed to branch managers for information and action.

   - Departments explicitly state that annual personal goals and objectives (Key Result Areas in the Coaching for Results program) of managers include employment equity objectives.

   - SGEU as an organization is active in employment equity activities by speaking at conferences and meeting with individual departments on employment equity issues. SGEU is hosting a major employment equity conference for their membership in Prince Albert in May, 1995: "Building Solidarity with Equity Groups".

2. Newsletters and Other Communications:

- Each edition of ***PSPeople***, the quarterly government newsletter distributed to all public service employees, features employment equity activities, for example, the Aboriginal Government Employees' Network (AGEN) Conference, service-wide policy on anti-harassment and National Access Awareness Week (NAAW) promotion.

- Departments distribute employment equity information through regular reports, memos, posters, internal newsletters, journals, articles, electronic-mail, to all staff.

- Brochures, posters and printed materials distributed include: *Harassment* (Occupational Health and Safety); *Pregnant Women and the Hazards of Workplace Chemicals*; *Protecting Our Most Important Resource ... Saskatchewan's Working People* brochure (information about workplace injuries, and rehabilitation and job assistance under **The Workers' Compensation Act**), *Harassment Prevention*; *Balancing Work and Family*; *No One's Laughing*; *Every Woman Makes a Difference*; *Action on Women's Equality*; *Access Update*; *Directory of Programs and Services for Persons with Disabilities 1995*; *Calendar of Educational Programs and Services* (workshops offered by the Disabilities Directorate); *Working is Access* calendar; *SaskRights*; *Focus on Abilities*; *Equity Forum*; *Employment Equity Update*; *Job Training and Placement Report*; *Epilepsy Foundation of America Fact Sheet*; *Human Rights Reporter*; *Focus on Canadian Employment and Equality Rights*; *Managing Diversity*; *The Employment Equity Review*; and SHRC rulings, hearings and consultations.

- Information to employees and the general public on departmental programs and proposed legislation is made available in braille and audio-tape whenever possible upon request.

- One department designed and distributed an employment equity bookmark with a quote by Judge Rosalie Abella, Chair of the Royal Commission on Equality in Employment (1984).

3. Presentations:

- Presentations on a variety of issues relating to employment equity were made to management and other employees by current employees, other departments/agencies (SHRC, Disabilities Directorate, IMAS, Women's Secretariat, PSC) and by external resources (educational institutions, community groups, private consultants, professional lecturers).

- Departments showed videos: *Hearts of Hate*, (a documentary on the rise of white supremacy groups and neo-Nazi groups in Canada); *For Angela* (a film on discrimination faced by Aboriginal people in the community); *Racism Scars*; *A Class Divided*; *Subtle Sexual Harassment*; *All Ways Welcome*; and *Raising Young Voices*. For the latter, the Women's Secretariat partnered with the British Columbia Ministry of Women's Equality and other provinces to develop this gender socialization video.

4. Conferences and Seminars:

- Staff attended conferences, seminars and training courses on employment equity and other related issues, including those organized by the Saskatchewan Employment Equity Practitioners' Association (SEEPA).

- An Employment Equity Conference will be held in Regina on June 26-28, 1995, based on the theme: "Diversity Works: A Place for Everyone". The conference is being organized by a group of public and private sector employers including CIC, Human Resources Development Canada, Public Service Commission of Canada, SHRC, Royal Bank of Canada, Saskatchewan Property Management Corporation (SPMC) and Public Service Commission of Saskatchewan. The planning committee hopes to attract delegates from the prairie provinces and British Columbia.

- Conference/seminars that staff attended included: *Women in Management and Non-traditional Positions* (Women's Secretariat), *Aboriginal Employment* (Cameco), *Cultural Diversity* (Immigrant Women of Saskatchewan drama, luncheon and speaker), *Traditional Conservation Practices of First Nations* (Cultural Diversity Working Group), *Aboriginal Trends and Opportunities*, *Women Alone* (Regina Police Service), *Awasis Conference*, *Women and Wellness Conference*, *Holistic Wellness* workshop, *Awareness to Practice* program (social work from the Aboriginal perspective), *Family Violence Conference* (Metis Nation of Saskatchewan), *Women in Management Forum*, *Aboriginal Policy Framework* session, *Working in a Cross Cultural Environment* workshop, *Implications for Women in the 1990's* (Statistics Canada), *Aboriginal Women* (Women's Secretariat), *A Class Divided* (Jane Elliott), and *Disability and Workplace Diversity* (Richard Pimentel).

5. External Communication:

- Staff from departments participate on boards and in organizations which promote employment equity initiatives in the community.

- Disabilities Directorate arranged teleconference workshops through the Training and Education Network on Disability (TRENDS). The unit also hosted an open house in the fall of 1994 which attracted over 100 visitors.

6. Other:

- The Employee Assistance Program (EAP) provides confidential and professional counselling to employees who are experiencing difficulties in their personal or professional lives.

- Departments recognized NAAW, International Women's Day, International Day for the Elimination of Racial Discrimination, Employment Equity Week (March 6 - 10, 1995) and International Day of Disabled Persons.

F. Retention Initiatives

- Departments continue to provide career counselling services. They also refer designated group members to organizations and agencies which provide vocational counselling services or specific employment programs for designated group members.

- Ad hoc mentoring relationships are arranged between new and current employees on a voluntary basis.

- The second AGEN Conference "Dialogue and Process for Change" was attended by 500 employees from Executive Government and the CIC Crowns and Treasury Board Crown Corporations on May 31, June 1, and 2, 1994. Departments and Aboriginal staff were recognized and honoured by their peers for furthering the cause of Aboriginal people. An administrative officer was hired to assist with the development and administration/management of AGEN and local chapters are being developed in the major Saskatchewan cities.

- The EAP has begun to recruit service providers who can better relate to the needs and concerns of Aboriginal employees who seek counselling services. The EAP will now be referred to as EFAP (Employee and Family Assistance Program) effective April 1, 1995, as the program has been expanded to include services to family members.

G. Other Initiatives

- In one department a corporate employment equity budget was created to allow staff to participate in special staffing activities, attendance at seminars and workshops and to purchase additional resource materials.

- Two recognition awards were presented to regional managers and staff for their support and commitment to employment equity activities.

H. Difficulties Encountered

Difficulties have been encountered in attracting qualified designated group members in highly specialized positions requiring engineering, mathematical or scientific backgrounds or special licenses or certificates.

Most departments said they experienced difficulty in meeting their qualitative goals as a result of budgetary restraint, few vacancies and general staffing limitations.

Employment equity committee members were unable to commit adequate time to employment equity initiatives due to other demands.

Staff have been surveyed (workforce survey) on several occasions and in some departments, the response rate remains low. Therefore, their statistics do not provide an accurate picture of representation in their workplaces.

Some departments are unable to attract Aboriginal candidates who may have strong community ties and therefore may be reluctant to relocate for career and promotional opportunities.

Departments do not currently have adequate internal data collection methods to track short-term goal appointments and developmental opportunities such as career assignments, secondments, career leaves, tuition and book reimbursement for designated group members. PSC statistics from the HRS are not easily reconcilable with departmental data.

I. Accommodating Persons With Disabilities

1. Physical Accessibility

In 1994/95, $149,419.36 was spent on completed physical accessibility renovations in government owned and leased buildings. Table 17 in Appendix A lists the completed projects and amounts expended.

2. Technical Devices and Services

Departments continue to provide technical devices, on a permanent loan basis, for use by employees with disabilities. This includes maintenance contracts and repair.

Accommodations provided by the employer include: accessible washrooms and parking, door opening devices, telephone amplifiers, special furniture, sign interpretion, evacutrac, advanced computer technology, alternate work assignments and special lighting. In one instance, departmental electronic mail was transmitted to an employee's home who was absent from work periodically due to medical reasons.

3. Other

Disabilities Directorate has introduced the **Breaking the Barriers** award to employers who distinguish themselves by providing extraordinary access to the workplace for government employees with disabilities and programs and services for clientele with disabilities. The award will be presented at the opening ceremonies of NAAW on May 26, 1995.

Employees are obtaining business cards which are brailled.

Substantial improvements have been made to increase accessibility in parks for the general public. A summary of these modifications are listed in Appendix F.

Radiation exposure and eye strain concerns were raised by a predominately female occupational group in one department. An independent firm was hired to conduct electric and magnetic tests on all computers in the branch. To eliminate electric field emissions and to enhance eye comfort by eliminating glare, reflection and static electricity, monitors on high risk machines were shielded with norad radiation/glare and static shields.

J. Research

- In consultation with committee groups and department staff, criteria for proof of membership in the designated groups were established and distributed. The criteria are in Appendix G.

- A committee comprised of representatives from government departments and the SGEU was established to critique elements of the staffing process, including recruiting, advertising, interviewing and assessing.

- An evaluation of departments' employment equity committees is being conducted, with the view of providing assistance to co-ordinators and committees to improve employment equity planning and implementation.

- The Housing Unit of Municipal Government has recently completed an evaluation of their "Housing Authority Affirmative Action Program" in the Saskatchewan Housing Corporation. As the program was extremely successful in hiring Aboriginal persons, in Regina, Saskatoon and Prince Albert, the program will be offered again. In addition, for 1995/96, the program will be expanded to other housing authorities, and post-job counselling will be offered to employees to assist them to gain full-time employment in the regular labour market.

- One department conducted a survey to determine the level of understanding and support of employment equity. However, due to only a 50% response rate, the results are being reviewed for their validity and reliability.

K. Provincial Co-ordinator Initiatives

- PSC is responsible for administering and monitoring the employment equity plans on a government-wide basis. Responsibilities include planning and policy development, co-ordination of department initiatives, monitoring and evaluating achievements, and providing support and advisory services.

- The Provincial Employment Equity Co-ordinator co-chairs the Joint Committees with SGEU and CUPE, chairs the Employment Equity Co-ordinators' Council and the sub-committee on communications strategy, and is a member of the Steering Committee. The co-ordinator is also a member of SEEPA and the Interdepartmental Committee on Disabilities Issues.

- In 1994/95 the major initiatives were:

  - In consultation with all relevant parties, prepared the criteria for proof of membership policy paper and operational guidelines, the planning document and draft language for the PS/SGEU CBA, a summary of education and awareness training programs in departments, the update of progress for Cabinet (November 1994 Cabinet Information Item), Letter of Understanding #222 and the report to SHRC on Appendix H training.

  - Assisted in planning SEEPA and Employment Equity Conferences; attended several conferences and awareness training sessions on issues relating to the designated groups, and participated in Employment Equity Week, NAAW, International Day for the Elimination of Racial Discrimination and International Women's Day activities.

  - Assisted in the Scott Collegiate mentoring program, and initiated expansion of the program to the SGEU (Regina Branch).

  - Designed and implemented (one staff hired) a process to evaluate departments' employment equity committees and plans. The staff person also is involved in designing and making training presentations and conducting research on other related issues.

  - Worked jointly with departments, CIC Crowns and Treasury Board Crown Corporations to promote employment equity in government.

  - Attended sessions relating to the pending **Employment Equity Act** amendments proposed for federal government employers, presented at management orientation sessions, led discussions on racism and discrimination, participated on ad hoc comittees to address specific issues.

Regulation 51 f) Committee Structure

Employment Equity Steering Committee

The Steering Committee met four times during the year (membership list is on page 3).

1994/95 Initiatives

- Received quarterly reports from CIC Crowns, Treasury Board Crown Corporations and Executive Government regarding progress of employment equity initiatives.

- Reminded permanent heads of the 1993 Cabinet directive to develop and implement employment equity and to seek approval from the SHRC.

- Approved the criteria for proof of membership in the designated groups; reviewed the education and awareness training packages provided to public sector employees, as well as the Indian/Metis Race and Cultural Relations Policy prepared by IMAS.

- The Communications Strategy that was approved by the Steering Committee was being implemented with the assistance of a summer student employee from SaskEnergy. However, due to lack of resources, minimal work was done on implementing the strategy. At the April 1995 Steering Committee meeting, it was agreed that the plan will be revisited and recommendations for further action will be presented to the Steering Committee in June 1995.

- In June 1993, Cabinet had approved a comprehensive employment equity strategy to improve Executive Government's program and to extend employment equity to the CIC Crowns and Treasury Board Crown Corporations. Cabinet also agreed that the management and coordination of this issue be assigned to the Chair of the PSC. In November 1994, a Cabinet Information Item prepared by PSC, updated Cabinet regarding progress made.

- Because of the work that the Department of Municipal Government does with members of visible minority groups, that department's Assistant Deputy Minister was appointed to the Steering Committee in March, 1995.

Employment Equity Co-ordinators' Council

Each department is responsible for ensuring that basic employment equity principles and plans specific to its needs are implemented. Each department appoints an employment equity co-ordinator who is the link in the department with other employees and managers, other departments, the Provincial Co-ordinator, and community groups.

The co-ordinators represent their departments on a government-wide Employment Equity Co-ordinators' Council. The Council provides the opportunity for information exchange and input into employment equity matters, and is a formal co-ordinating mechanism for government-wide initiatives.

- SGEU representatives met with the Council on two occasions to discuss the Letter of Understanding #222 and the employment equity provisions in the CBA.
- Council heard several other presentations including Environment and Resource Management's employment equity plan, Human Resources Planning project being managed by the PSC, other departments' activities, and were provided updates on current policy issues, conferences, awards and so on.
- Preliminary findings of an evaluation of employment equity committees being conducted indicate that co-ordinators prefer a more work oriented council (less information-sharing). Accordingly, Terms of Reference for the Council reflecting this change will be developed, with major input from the co-ordinators themselves.

Department Employment Equity Committees

Each department has an employment equity committee with representatives from both in-scope and out-of-scope employees. The committee is responsible for developing, implementing and monitoring departmental employment equity plans. An evaluation of the effectiveness and structure of the committees was conducted from January, 1995 to April, 1995. Based on the findings, short-term recommendations will be implemented in 1995/96 and long-term goals over the next two years.

In one department, the committee's role and profile evolved from an advisory to a standing committee which now functions as a decision making, operational management board. The committee supports the broad corporate vision by developing a strategic plan, communicating the plan and directing the implementation of specific objectives for achieving success. A strategic planning process created the Employment Equity Vision, Values and Mission Statement.

Regulation 51 g) Names of Joint Committees per Section 60

SGEU/government and CUPE/government joint committees are on-going. Each committee consists of two co-chairpersons and an equal number of union and government representatives.

Joint SGEU/Government Committee

The Joint SGEU/Government Employment Equity Committee oversees and participates in the conceptualization, development and implementation of the employment equity plan. As of March 31, 1995, the Committee consisted of the following members:

Representing the Government of Saskatchewan

Lily Tingley, Co-chairperson
Howie Alberts
Terry Foulds
Jerry Nekrasoff (Staff)
Edie Slugoski
Mary Tkach

Representing the Public Service/Government Employment Bargaining Unit of the SGEU:

Mike Daley, Co-chairperson
Cheryl Black
Eric Boese
Dorian Hassard (Staff)
Hamid Javed
Leona Sarchuk

Activities:

- Joint meetings were held with the SGEU and CUPE to discuss seniority provisions as stipulated in the 1993/94 terms and conditions of approval. In attendance were SHRC representatives, SGEU, CUPE and managers from the joint committee on employment equity and the joint committee on rehabilitation.

- There are ongoing discussions on the re-employment of injured workers in receipt of Long Term Disability benefits and the work of the joint committee on rehabilitation.

- Letter of Understanding #222 was signed which outlined the approval process for the staffing of positions in various classifications which would be restricted to designated group candidates.

- This Letter of Understanding #222 between SGEU and government has been rescinded and replaced with new clauses in the PS/SGEU CBA, which was ratified in March, 1995. Effective the next fiscal year, the Joint SGEU/Government Employment Equity Committee will be implementing the new provisions, including:

  - a redefined role of the Joint SGEU/Government Employment Equity Committee;
  - utilization of all classes of positions for employment equity staffing, to be available to all designated groups, except under specific circumstances; and
  - development of action plans to address retention, success measurements, support systems and the staffing process.

Joint CUPE/Government Committee

The Joint CUPE/Government Employment Equity Committee consists of two co-chairpersons and an equal number of union and government representatives. As of March 31, 1995, the committee members were:

Representing the Government of Saskatchewan:

Lily Tingley, Co-chairperson
Ken Cameron
Sean Himsl

Representing CUPE:

Nancy Redekop, Co-chairperson
Bruno Friebe
Lois Jonson

Activities:

- Letter of Understanding VVC 94-05 between the two parties was signed, establishing a laundry worker assistant for staffing of clients with disabilities from the Community Living Division of Social Services.

- CUPE and SGEU participated in a joint meeting with the SHRC to discuss seniority and other employment equity issues.

- The Joint Committee agreed to: conduct education and awareness sessions on employment equity in the institutions with its CUPE and managerial employees, review the classifications to permit the hiring of residents with disabilities, and discuss the possibility of placing Aboriginal young offenders as trainees in the institutions.

Terms and Conditions

The next section outlines the SHRC's 1994/95 Terms and Conditions of Approval for the employment equity program and the response/action taken by the Government of Saskatchewan on behalf of each term and condition.

Monitoring Processes and Responsibilities

This annual report represents an amalgamation of department reports for the fiscal year April 1, 1994 to March 31, 1995.

SASKATCHEWAN HUMAN RIGHTS COMMISSION TERMS AND CONDITIONS CONTINUED EMPLOYMENT EQUITY APPROVAL

Pursuant to Regulation 42 of **The Saskatchewan Human Rights Code**, the Saskatchewan Human Rights Commission continues approval of the Employment Equity plan of the Government of Saskatchewan with the following terms and conditions for 1994/95:

1. That the Government of Saskatchewan provide the Saskatchewan Human Rights Commission with an annual report by April 30, 1995 outlining initiatives taken since the last monitoring report. The report should address progress, challenges and potential changes to the program including recruitment, retention and special measures in the workplace.

   The 1994/95 Employment Equity Annual Report was submitted to the Saskatchewan Human Rights Commission (SHRC) on May 5, 1995.

2. That the annual report include a workforce analysis comprising:

   - analysis of permanent staff,
   - analysis of non-permanent staff,
   - staffing of permanent positions by external hires,
   - staffing of non-permanent positions by external hires,
   - promotion of permanent staff,
   - turnover of permanent staff.

   These analyses will be categorized by occupational group, gender and designated group. The data will indicate the numerical and percentage representation of designated groups.

   The statistical tables are in Appendix A. Additional statistical data include management representation, type of position, short-term quantitative goals, non-traditional positions for women by union membership, Appendix E approvals, and completed accessibility projects.

3. That the Government of Saskatchewan report short-term goals and recruitment for 1994/95 by department and by hiring status.

   Table 6 on page 16 presents the data on short-term goals and achievements.

4. That the Government of Saskatchewan submit a strategic plan outlining goals by department for 1995/96 by June 15, 1995. In addition to any areas identified by the sponsor, this plan should address:

   - ways to improve recruitment of designated groups,
   - education programs for staff on equity issues,
   - plans to increase accessibility and accommodation.

   Departmental and agency reports will be filed by June 15, 1995.

5. That the Government of Saskatchewan continue to develop and report on the implementation of an awareness program on employment equity and equity issues.

Pages 25-29 in this Annual Report outline the specific actions taken in the past year to train human resources personnel, managers and employees regarding employment equity and to eliminate the barriers and implement special measures on behalf of designated group employees.

6. That the Government of Saskatchewan provide statistics on the representation for designated groups in the Management and Professional group classification Levels 1-6, Levels 7-10 and Levels 11-12B.

Table 2 on page 9 presents women in management data by Levels 1-6, 7-10 and 11-12B.

7. That the Government of Saskatchewan report on the implementation of the racial, ethnic and gender discrimination program by December 31, 1994.

The report was filed with the SHRC on December 31, 1994.

8. That the Government of Saskatchewan report on the progress of its discussion on the issues of seniority with its bargaining agents.

The joint CUPE/Government and SGEU/Government Employment Equity Committees met on May 26, 1994 with the SHRC to discuss seniority issues. Due to the intensive work involved in negotiating the new employment equity provisions in the CBA with the SGEU, this issue remains outstanding. A response from the joint committees will be forthcoming in the 1995/96 fiscal year. Preliminary discussions indicate that seniority provisions should be addressed at the national level with all unions and interested parties, including Human Rights Commissions.

9. That the Government of Saskatchewan report on the formal mentoring pilot project that is being developed with SGEU.

The report on the mentoring project is on page 23.

10. That the Government of Saskatchewan revise its numerical goals to reflect the Saskatchewan Human Rights Commission's updated goals.

The numerical goals have been revised, as indicated on page 14.

APPENDICES

Appendix A

Table 1
Persons of Aboriginal Ancestry
Representation in Government - By Type of Position

	Filled Positions				Persons of Aboriginal Ancestry			
Type of Position	O/S	SGEU	CUPE	TOTAL	O/S	SGEU	CUPE	TOTAL
March 31, 1994								
Permanent	2072	5000	769	7841	50	296	28	374
Temporary	57	449	39	545	5	63	1	69
Part-time	24	1213	147	1384	0	102	8	110
Casual	12	485	226	723	0	44	3	47
Labour Service	0	756	0	756	0	16	0	16
Total	2165	7903	1181	11249	55	521	40	616 (5.5%)
March 31, 1995								
Permanent	2110	5150	790	8050	50	335	28	413
Temporary	53	501	44	598	3	53	1	57
Part-time	17	1186	142	1345	0	110	9	119
Casual	10	499	230	739	0	56	5	61
Labour Service	0	695	0	695	0	20	0	20
Total	2190	8031	1206	11427	53	574	43	670 (5.9%)

Table 2
Persons with Disabilities
Representation in Government - By Type of Position

March 31, 1994

	Filled Positions				Persons with Disabilities			
Type of Position	O/S	SGEU	CUPE	Total	O/S	SGEU	CUPE	Total
Permanent	2072	5000	769	7841	70	201	27	298
Temporary	57	449	39	545	0	13	0	13
Part-time	24	1213	147	1384	2	28	1	31
Casual	12	485	226	723	1	7	1	9
Labour Service	0	756	0	756	0	2	0	2
Total	2165	7903	1181	11249	73	251	29	353 (3.1%)

March 31, 1995

Permanent	2110	5150	790	8050	75	207	26	308
Temporary	53	501	44	598	1	12	0	13
Part-time	17	1186	142	1345	3	27	1	31
Casual	10	499	230	739	1	4	0	5
Labour Service	0	695	0	695	0	2	0	2
Total	2190	8031	1206	11429	80	252	27	359 (3.1%)

Table 3
Members of Visible Minority Groups

	Filled Positions				Members of Visible Minority Groups			
March 31, 1994								
Type of Position	O/S	SGEU	CUPE	Total	O/S	SGEU	CUPE	Total
Permanent	2072	5000	769	7841	47	102	19	168
Temporary	57	449	39	545	2	18	2	22
Part-time	24	1213	147	1384	2	15	4	21
Casual	12	485	226	723	0	5	3	8
Labour Service	0	756	0	756	0	0	0	0
Total	2165	7903	1181	11249	51	140	28	219 (1.9%)
March 31, 1995								
Permanent	2110	5150	790	8050	51	118	19	188
Temporary	53	501	44	598	0	12	0	12
Part-time	17	1186	142	1345	0	17	7	24
Casual	10	499	230	739	0	8	5	13
Labour Service	0	695	0	695	0	0	0	0
Total	2190	8031	1206	11427	51	155	31	237 (2.1%)

Table 4
Women
Representation in Government - By Type of Position

	Filled Positions				Women			
Type of Position	O/S	SGEU	CUPE	Total	O/S	SGEU	CUPE	Total
March 31, 1994								
Permanent	2072	5000	769	7841	765	2735	563	4063
Temporary	57	449	39	545	37	329	32	398
Part-Time	24	1213	147	1384	14	948	121	1083
Casual	12	485	226	723	11	343	153	507
Labour Service	0	756	0	756	0	98	0	98
Total	2165	7903	1181	11249	827	4453	869	6149 (54.7%)
March 31, 1995								
Permanent	2110	5150	790	8050	792	2898	582	4272
Temporary	53	501	44	598	38	388	33	459
Part-time	17	1186	142	1345	11	927	119	1057
Casual	10	499	230	739	8	328	169	505
Labour Service	0	695	0	695	0	74	0	74
Total	2190	8031	1206	11427	849	4615	903	6367 (55.7%)

Table 5
Workforce Analysis of Permanent Staff[1] By Occupational Groups
March 31, 1995

Occupational Group	Female	Aboriginal	Disabled	Visible Minority	Survey Completed
Administrative, Fiscal and Clerical	79.9%	4.1%	4.9%	2.3%	62.3%
Engineering and Applied Sciences	3.1%	5.1%	3.1%	0	59.4%
Agricultural and Environmental Resources	8.2%	2.7%	1.2%	1.0%	59.8%
Inspection and Regulatory	26.8%	3.7%	7.9%	1.1%	66.8%
Education	51.0%	2.1%	4.2%	8.3%	70.8%
Medical and Related Services	74.0%	5.5%	2.8%	4.8%	59.3%
Social Services	44.6%	14.3%	4.7%	2.9%	68.4%
Trades, Labour and Operational Services	23.0%	2.5%	2.9%	2.1%	59.7%

[1] Permanent employee means the incumbent of a position in the classified service or in labour service whose appointment has been confirmed in accordance with **The Public Service Act** and the SGEU and CUPE Collective Bargaining Agreements.

Table 6
Workforce Analysis of Non-Permanent Staff[1] by Occupational Groups
March 31, 1995

Occupational Group	Female	Aboriginal	Disabled	Visible Minority	Survey Completed
Administrative, Fiscal and Clerical	87.4%	6.3%	2.3%	1.1%	61.8%
Engineering and Applied Sciences	9.0%	1.2%	1.2%	.6%	89.8%
Agricultural and Environmental Resources	19.7%	5.5%	.8%	0	33.9%
Inspection and Regulatory	12.7%	3.8%	2.5%	0	72.2%
Education	68.8%	3.1%	6.3%	0	81.2%
Medical and Related Services	78.2%	4.2%	0.7%	2.3%	49.5%
Social Services	55.7%	20.6%	1.7%	2.9%	61.1%
Trades, Labour and Operational Services	18.5%	3.2%	.2%	.9%	87.0%

[1] Non-permanent employee means one who is employed on a part-time basis (employed for irregular hours of duty or for specific intermittent periods or both) or on a temporary basis (tenure of employment is limited without acquisition of any continuing right to be retained as an employee beyond such period).

Table 7
Workforce Analysis of Permanent and Non-Permanent Staff
By Occupational Groups and Gender for Persons of Aboriginal Ancestry
March 31, 1995

	Persons of Aboriginal Ancestry		All Employees	
Occupational Group	**Female**	**Male**	**Female**	**Male**
Administrative, Fiscal and Clerical	87.9%	12.1%	82.3%	17.3%
Engineering and Applied Sciences	13.3%	86.7%	5.5%	94.5%
Agricultural and Environmental Resources	0	100%	10.9%	89.1%
Inspection and Regulatory	20.0%	80.0%	22.7%	77.3%
Education	33.3%	66.7%	55.5%	44.5%
Medical and Related Services	81.1%	18.9%	75.7%	24.3%
Social Services	53.6%	46.4%	48.6%	51.4%
Trades, Labour and Operational Services	17.4%	82.6%	19.9%	80.1%

Table 8
Workforce Analysis of Permanent and Non-Permanent Staff
By Occupational Groups and Gender for Persons with Disabilities
March 31, 1995

	Persons With Disabilities		All Employees	
Occupational Group	**Female**	**Male**	**Female**	**Male**
Administrative, Fiscal and Clerical	78.2%	21.8%	82.3%	17.3%
Engineering and Applied Sciences	0%	100.0%	5.5%	94.5%
Agricultural and Environmental Resources	33.3%	66.7%	10.9%	89.1%
Inspection and Regulatory	17.6%	82.4%	22.7%	77.3%
Education	50.0%	50.0%	55.5%	44.5%
Medical and Related Services	64.3%	35.7%	75.7%	24.3%
Social Services	47.2%	52.8%	48.6%	51.4%
Trades, Labour and Operational Services	12.5%	87.5%	19.9%	80.1%

Table 9
Workforce Analysis of Permanent and Non-Permanent Staff
By Occupational Groups and Gender for Members of Visible Minority Groups
March 31, 1995

	Members of Visible Minority Groups		All Employees	
Occupational Group	**Female**	**Male**	**Female**	**Male**
Administrative, Fiscal and Clerical	67.2%	32.8%	82.3%	17.3%
Engineering and Applied Sciences	0%	100.0%	5.5%	94.5%
Agricultural and Environmental Resources	0%	100.0%	10.9%	89.1%
Inspection and Regulatory	0%	100.0%	22.7%	77.3%
Education	25.0%	75.0%	55.5%	44.5%
Medical and Related Services	64.3%	35.7%	75.7%	24.3%
Social Services	36.2%	63.8%	48.6%	51.4%
Trades, Labour and Operational Services	60.0%	40.0%	19.9%	80.1%

Table 10
Staffing of Permanent Positions by External Hires*
April 1, 1994 to March 31, 1995

Occupational Group	Total	Female	Aboriginal	Disabled	Visible Minority
Administrative, Fiscal and Clerical	82	57.3%	14.6%	0%	4.9%
Engineering and Applied Sciences	10	40.0%	0%	0%	0%
Agricultural and Environmental Resources	7	57.1%	0%	0%	10.0%
Inspection and Regulatory	5	80.0%	0%	0%	14.3%
Education	55	63.6%	20.0%	20.0%	0%
Medical and Related Services	46	76.1%	5.5%	1.8%	7.3%
Social Services	8	87.5%	37.0%	2.2%	2.2%
Trades, Labour and Operational Services	3	0%	0%	0%	0%
M & P Levels 1 to 6	58	55.2%	3.4%	6.9%	6.9%
M & P Levels 7 to 12	34	32.4%	11.8%	8.8%	0%
Other	5	40.0%	0%	0%	0%
Total	313	57.8%	12.5%	3.2%	4.8%

*External hires means persons who were not previously employed in the government 30 days prior.

Table 11
Staffing of Non-Permanent Positions by External Hires
April 1, 1994 to March 31, 1995

Occupational Group	Total	Female	Aboriginal	Disabled	Visible Minority
Administrative, Fiscal and Clerical	938	88.9%	8.3%	2.8%	1.7%
Engineering and Applied Sciences	43	27.9%	0%	2.3%	0%
Agricultural and Environmental Resources	114	24.6%	3.5%	0%	.9%
Inspection and Regulatory	38	42.1%	0%	5.3%	0%
Education	24	83.3%	8.3%	4.2%	0%
Medical and Related Services	220	82.3%	3.2%	.9%	.9%
Social Services	370	71.1%	21.9%	1.6%	2.4%
Trades, Labour and Operational Services	118	56.8%	4.2%	0%	4.2%
M & P Levels 1 to 6	66	68.2%	4.5%	1.5%	0%
M & P Levels 7 to 12	9	44.4%	0%	33.3%	0%
Other	12	54.5%	18.2%	0%	0%
Total	1952	75.6%	9.3%	2.2%	1.7%

Note: Casual employees are not included.

Table 12
Promotion and Reclassification of Permanent Staffing
April 1, 1994 to March 31, 1995

Occupational Group	Total	Female	Aboriginal	Disabled	Visible Minority
Administrative, Fiscal and Clerical	151	74.8%	6.0%	2.0%	.7%
Engineering and Applied Sciences	8	12.5%	0%	0%	0%
Agricultural and Environmental Resources	24	8.3%	4.2%	0%	0%
Inspection and Regulatory	8	37.5%	0%	12.5%	0%
Education	2	50.0%	0%	0%	0%
Medical and Related Services	30	70.0%	3.3%	3.3%	6.7%
Social Services	72	63.9%	15.3%	9.7%	2.8%
Trades, Labour and Operational Services	11	27.3%	0%	0%	0%
M & P Levels 1 to 6	110	60.9%	2.7%	2.7%	1.8%
M & P Levels 7 to 12	102	36.3%	1.0%	5.9%	1.0%
Other	1	0%	0%	0%	0%
Total	519	56.6%	5.0%	4.0%	1.5%

Table 13
Turnover of Permanent Positions
April 1, 1994 to March 31, 1995

	Total	Female	Aboriginal	Disabled	Visible Minority	Survey Completed
Retirement	90	41.4%	3.3%	7.8%	1.1%	45.6%
Resignation	130	54.6%	7.7%	2.3%	3.8%	52.3%
Layoff	41	51.2%	0%	0%	0%	31.7%
Termination for Cause	16	43.8%	6.3%	6.3%	12.5%	81.2%
Other	111	19.8%	3.6%	6.3%	.9%	60.4%
Total	388	40.7%	4.6%	4.6%	2.3%	47.9%

Table 14
Non-Article 22 (Appendix E) Positions
April 1, 1994 to March 31, 1995

Status	Number	Percent
Approved	38	86.4%
Denied	6	13.6%
Withdrawn	0	0
Competition Cancelled	0	0
Pending	0	0
Bumping	0	0
Total	44	100.0%

Table 15
Exit Interviews [1]
April 1, 1994 to March 31, 1995

Designated Group	Employee Status		Length of Service		Classification [2]	Reason for Resignation [3]
	Permanent	Casual/Part-time/Temporary	Minimum	Maximum		
Woman in Management	19	1	5 mos.	32 years		
Women in non-traditional positions	1	22	6 weeks	16 years		
Aboriginal	7	15	2 weeks	23 years		
Disability	3	5	7 weeks	19.2 years		
Visible Minority	2	6	3 weeks	18.5 years		
Total	32	49				

1 Includes only self-declared employees who voluntarily agreed to be interviewed.

2 See List of Classifications

3 See List of Reasons for Resignation

Classifications:

Women in Management:
ML3, 4, 5, 6, 7, 8
PL2, 3, 4, 5, 6

Non-Traditional:
Apprenticeship and Labour Standards Officer
Corrections Worker
Engineering Assistant 2
General Service Worker 1
Labourer
Occupational Health Officer
Public Health Inspector

Visible Minority:
Clerk 2, 3
Clerk Typist 2
Information Services Officer 2
Public Health Inspector 2

Aboriginal:
Clerk 1, 2
Clerk Typist 2
Clerk Steno 4
Corrections Worker
Dental Therapist
Education and Extension Coordinator
Information Clerk 2
PL4
Public Health Nutritionist 1
Resource Officer 1
Social Service Worker 1
Trades Helper

Disability:
Alcoholism Rehabilitator/Counsellor 3
Clerk 2
Clerk Typist 2
Education and Extension Coordinator
Labourer
PL4
Sales and Service Attendant

Reasons for Resignations:

Family Obligations	2
Lay Off	2
New Job Outside Gov't.	11
Personal Reason	2
Promotion	4
Relocation	7
Retirement	8
Term Completed	30
Transferred	10
Returned to School	4
Other	1
Total	**81**

Table 16
Summer Student Program Applicants and Hires
May 1, 1994 - August 31, 1994

Designated Group	Applications	Students Hired	Percent Hired/ Applications
Persons of Aboriginal Ancestry [1]	349	47	13.5%
Persons with a Disability [1]	62	6	9.7%
Members of Visible Minority Groups [1]	346	37	10.7%
Women [2]	2570	254	9.9%
Traditional		197	
Non-traditional		57	
Non-Employment Equity Candidates	2050	329	16.0%
Total	5377	673	12.5%

[1] Self-declared.

[2] This is the total number of women applicants which cannot be broken down into categories of traditional and non-traditional. Applications from women are not restricted to these two categories on the application form.

Source: Summer Student Program, Staffing and Development Division, PSC

Table 17
Accessibility Renovations
Saskatchewan Property Management Corporation
1994/95

Building	Renovation	Location	Total Cost
Kramer Place	Elevator retrofit	North Battleford	$ 112,800.57
Kuziak Building	Upgrade elevator	Yorkton	10,515.60
Valley View Centre	Sidewalk replacement	Moose Jaw	10,010.87
Provincial Office Building	Sidewalks	Weyakwin	3,621.40
Valley View Centre	Replace toilet partitions	Moose Jaw	7,000.00
SIAST (T-Block)	Handicap Ramp	Moose Jaw	5,470.92
Total			$ 149,419.36

Source: Saskatchewan Property Management Corporation

Appendix B

Sample Positions by Level
Management and Professional Classification Plan

	Monthly Pay Rates March 31, 1994
LEVEL 1	
Supervisor, Institutional Services	$2,622 - 3,411
Supervisor, Word Processing Unit	
Assistant Budget Officer	
LEVEL 2	
District Administrative Officer	$2,833 - 3,681
Assistant Secretary and Accountant	
Trust Officer	
Computer Services Analyst	
Programs Manager	
Divisional Administrative Officer	
Supervisor, Network Services Centre	
LEVEL 3	
Loans and Grants Supervisor	$3,058 - 3,976
Area Maintenance Supervisor	
Food Services Manager	
Manager, Property Control	
Dental Region Administrator	
Shift Supervisor, Nursing	
Ombudsman Investigator	
Resident Supervisor	
Securities Officer	
LEVEL 4	
Project Engineer	$3,304 - 4,295
Chief Steam Heat and Power Plant Engineer	
Team Leader, Normal Living Unit	
Sheriff	
Personal Property Registrar	
District Maintenance Supervisor	
Registrar, Land Titles	
Manager, Processing Unit	
Personnel Administrator	
Junior Financial Management Analyst	
Community Planner	
Development Officer	
Petroleum Engineer	
LEVEL 5	
Park Superintendent	$3,566 - 4,638
Director, Community Training Residence	
Director of Nursing, Mental Health Region	
Director, Vital Statistics	
District Co-ordinator, Rehabilitative Services	
Manager, Payroll Control	
Manager of Accounting	
Community Planner	
Departmental Budget Officer	
Systems Analyst	
Curator	
Chiropodist	
Management Analyst	

LEVEL 6 — $3,852 - 5,008

Deputy Director, Correctional Centre Security
District Design Engineer
Social Services District Director
Regional Director, Alcoholism
Manager, Occupational Health and Safety
Director of Communications
Assistant Director of Human Resources
District Maintenance Engineer
Social Services Assistant District Director
Director, Administrative Services
Manager, Computer Services
Development Manager
Senior Policy Analyst
Assistant Director, Development
Intermediate Financial Management Analyst
Project Geologist
Program Supervisor, Mental Health Region

LEVEL 7 — $4,121 - 5,357

Director of Social Work
Manager, Provincial Wildlife Regions
Director of Nursing, Northern Health Services
Director, Hospital Standards
Chief Psychologist
Manager, Agricultural Engineering
Assistant Principal, Administration
Director, Management Services Branch
Director, Public Health Nursing
Social Services Program Consultant
Director, Rehabilitation Services
Senior Hospital Administration Analyst
Resource Management Consultant, Potash/Coal
Chief Chemist
Engineer of Mines
Senior Planner
Development Consultant
Project Centre Manager

LEVEL 8 — $4,409 - 5,732

Director, Mental Health Region
Social Services District Director
Director, Promotions
Manager, Audit and Investigation Branch Offices
Director, Administrative Services
Regional Manager, Extension Services
Director, Home Care
Regional Director, Northern Field Services
Director, Information Management
Director, Facilities Development
Director, Surfacing Branch
Head, Industrial Minerals
Associate Director, Program Development
Director, Tax Policy
Senior Financial Management Analyst
Senior Toxicologist

LEVEL 9	
District Engineer	$4,721 - 6,135
Assistant Principal, Programs	
Director, Correctional Centre	
Manager, Occupational Hygiene	
Director, Administrative Services	
Director, Transportation Policy	
Petroleum Consultant	
Senior Science and Technology Co-ordinator	
LEVEL 10	
Executive Director, Public Employees Benefits Agency	$5,049 - 6,565
Director, Court Services	
Director, Forestry	
Director, Field Services	
Director, Institutional Operations	
Director, Policy, Planning and Research	
Director of Negotiations	
LEVEL 11	
Executive Director, Continuing Care	$5,402 - 7,024
Executive Director, Support Services Division	
Executive Director, Agricultural Extension Services	
Executive Director, Policy Research & Management Services	
Executive Director, Psychiatric Services	
LEVEL 12A	
Executive Director,Operations Division	$5,782 - 7,516
Executive Director, Petroleum & Natural Gas	
LEVEL 12B	
Associate Deputy Minister, Finance	$5,984 - 7,779
Associate Deputy Minister, Health	

Appendix C

Non-traditional SGEU Occupations for Women

Agrologist 1-3
Airport Operator 1
Apprenticeship and Labour Standards Inspector I
Assistant Farm Manager
Audiological Electronics Technician
Audio-Visual Technician 2
Auditor 1-4
Commercial Artist 2
Community Planner 1
Community Planning Technician 1-3
Computer Operator 1-2
Conservation Officer-Pilot
Cooperative Management Advisor 1-2
Coordinator, Colleges
Correction Services Officer 1-2
Corrections Worker 1-3
Culture & Recreation Consultant 1-3
Curriculum & Examination Development Officer
Data Processing Operator 1
District Engineering Coordinator
Draftsperson 2-4
Educational Consultant
Engineering Assistant 1-2
Engineering Technician 1-2
Equipment Officer
Equipment Operator 1-3
Farm Worker 1-3
Ferry Operator 1-2
Fieldworker 1-2
Fire Control Coordinator
Fire Prevention Officer 1-2
Fish & Wildlife Ecologist 1-2
Food Services Supervisor 1
Forest Photo Interpreter 1-3
Forester 2-3
General Maintenance Mechanic 1
General Service Worker 1-4
Geological Laboratory Worker 1
Geologist 1
Heating & Power Plant Engineers 2-3
Highway Traffic Officer 1-2
Industry & Commerce Consultant 1-3
Investigator 1-3
Journeyman 1-2
Laboratory Scientist 1-2
Labourer
Lands Plans Examiner 1-3
Lands Appraiser
Livestock Technician 2-3
Livestock Inspector 1-3
Maintenance Worker Sask Boys School
Medical Equipment Technician 1
Mines Inspector & Mines Rescue Inspector
Municipal Administration Advisor 1
Museum Technician 2-3
Occupational Health Officer
Occupational Hygienist 2-3
Operational Service Worker 1-2
Park Planner 1-2
Pasture Manager 1-2
Petroleum and Natural Gas Technician 1 - 3
Petroleum Development Officer 1-2
Pharmacist 2-3
Pickup and Delivery Person
Postal Clerk 1-2
Printing Service Technician 1
Property Agent 1-2
Property Control Officer
Public Health Inspector 1-2
Radio Operator
Radio Technician
Regional Coordinator 1
Resource Officer 1-4
Resource Maintenance Supervisor 1-2
Revenue Administrator 1
Revenue Officer 1-6
Senior Storekeeper
Senior Public Health Inspector
Shop Supervisor 1
Standards Consultant C.S.C.S.
Stock Clerk 1-2
Storekeeper
Superintendent of Education
Supervising Radio Technician
Supervisor of Lands
Supervisor of Facilities Planning
Supervisor Operations (General)
Tourist Industry Consultant 1-3
Trades Helper 1
Trades Instructor
Tradesperson 1
Transport Operator 1
Tax Auditor 3-4
Technical Safety Inspector 1-3
Water Development Project Supervisor 2

Non-traditional CUPE 600 Occupations for Women

Baker
Driver
Firefighter
Head Upholsterer
Journeyman 2
Laundry Workers 2-4
Medical Equipment Technician
Psychologist 1-3
Storekeeper
Senior Storekeeper

Appendix D

Agricultural Credit Corporation of Saskatchewan and New Careers Corporation Statistics

The Agricultural Credit Corporation of Saskatchewan (ACS) has a total of 237.5 person years. Of these, 102.5 are in-scope (SGEU) (85 permanent, 17.5 non-permanent) and 135 are out-of-scope Board Minute positions. The New Careers Corporation has a total of 96 positions of which 84 are in-scope and 12 out-of-scope.

The out-of-scope positions in these Treasury Board Crown Corporations are not appointed under **The Public Service Act** and therefore are not included in the HRS computer system at PSC.

Table 1
Agricultural Credit Corporation of Saskatchewan
Employment Equity Statistics - March 31, 1995

	Total Positions	Women in Management	Women in Non-Traditional	Persons of Aboriginal Ancestry	Persons with Disabilities	Members of Visible Minorities
In-Scope	102.5	N/A	0	2	2	0
Out-of-Scope	135	30	16	3	2	2
Total	237.5	30	16	5	4	2

Table 2
New Careers Corporation
Employment Equity Statistics - March 31, 1995

Position Type	Total Positions	Women		Aboriginal		Disability		Visible Minority		Survey Completed	
		No	%	No	%	No	%	No	%	No	%
Out-of-Scope	12	3	25%	2	17%	1	8%	0	0%	2	17%
In-Scope	84	55	65.5%	13	15.5%	6	7.1%	2	2.4%	14	14%
Total	96	58	60.4%	15	15.6%	7	7.3%	2	2.1%	16	16.7%

Appendix E

Employment Equity Coordinators
March 31, 1995

Curtis Goodfellow
Agriculture and Food

Janice Fox
Agricultural Credit Corporation of Saskatchewan

Tom Douglas
Economic Development

Dawn McDougall
Education, Training and Employment

Sharron Powers
Energy and Mines

Janine Orban
Environment and Resource Management

Don Wincherauk
Executive Council

Maureen MacCuish
Finance

Kelly Kummerfield
Health

Dave Abbey
Highways and Transportation

Mary Tkach
Indian and Metis Affairs Secretariat

Donna Mitchell
Justice

Janis Rathwell
Labour

Jerry Frass
Milk Control Board

Sandra MacDonald
Municipal Government

Jim Dean
New Careers Corporation

Murray Knoll
Office of the Ombudsman

Cathy Dermody
Provincial Secretary

Elizabeth Smith
Public Service Commission

Marilyn Turnich
Sask. Municipal Board

Dave Atkinson
Social Services

Joanne Havelock
Women's Secretariat

APPENDIX F

Accessibility Renovations in Saskatchewan Parks and Campgrounds

The Department of Environment and Resource Management (ERM) recently improved campsite and building access at the Buffalo Pound Provincial Park. Three specially-designed campsites were constructed, modelled after the wheelchair accessible site at Good Spirit Provincial Park. Wheelchair accessibility renovations have also been incorporated at the Buffalo Pound Provincial Park's service centre building which houses the washroom, sink and shower facilities, as well as at the interpretive boardwalk at Nicolle Flats marsh.

At Good Spirit Provincial Park, a limited amount of sidewalk had been previously constructed but access was only from the store parking lot to the service centre. This did not provide access to the playground and the picnic shelter area, or to the lake itself. ERM and New Careers Corporation pooled their financial resources to complete the sidewalk construction to all areas, complete with bench rest areas to improve services to those with mobility difficulties.

Universal access standards were incorporated in the design and construction of parking, pathways and fishing docks at Candle Lake, Buffalo Pound Trout Pond and Redberry Lake. The Fisheries Branch constructed picnic, fish filleting, washrooms, pathways and docks to accommodate wheelchair use. In addition, two of these three water bodies were stocked three times each summer with "catchable" (normal stock size is 3 inches, "catchable" stock is 12 inches) trout which were easier to catch, improving the success of all anglers.

Over the past three years, washrooms, the chalet, recreation areas and change house facilities at Moose Mountain, Crooked Lake, Duck Mountain, Rowan's Ravine and Good Spirit Lake were renovated to accommodate persons with disabilities. This past year wheelchair accessible trails at Pike Lake and Duck Mountain were constructed.

Saskatchewan parks encompass swimming facilities, trails, buildings, lakes, forests, playgrounds and campgrounds. ERM is currently in the process of developing a policy for accessible facilities applicable to all parks.

Appendix G

Criteria For

Proof of Membership in the Designated Groups

For Employment Equity Programs

The following defines the criteria for membership for three of the designated groups for the Government of Saskatchewan's employment equity program. The manner in which the criteria for persons with disabilities is applied is further clarified in this document.

These criteria have been approved by the Government of Saskatchewan employment equity steering committee at their meeting on June 15, 1994.

1. Persons with Disabilities

An individual is considered to have a disability if one of the following criteria is met. The individual has:

- a visible, persistent physical, mental or sensory impairment;
- a physical or mental condition which would necessitate accommodations or supports not commonly utilized to meet the expected requirements of the job.

2. Persons of Aboriginal Ancestry

2.1 Metis

Metis people are those who:

1. have Aboriginal blood/ancestry,
2. self-identify as Metis, or
3. are recognized by the Metis community.

If challenged, Metis candidates may show proof of blood or ancestry using genealogical means, e.g. Metis census, church records, affidavits and family records.

2.2 Status/Treaty Indian:

A Status/Treaty Indian is a person of Aboriginal blood/ancestry who is registered as an Indian according to **The Indian Act**. Treaty Indians are affiliated with an Indian band which was signatory to a Treaty with the federal Crown.

Status/Treaty Indians may show proof of Aboriginal blood or ancestry using genealogical means.

Status/Treaty Indians are registered with Indian Northern Affairs Canada and are therefore easily identifiable.

2.3 Non-Status Indian:

Non-Status Indians are Indian people, or those descended from them, who have lost their right to be registered as Indians as defined by **The Indian Act** but who identify with the Indian community culturally and/or linguistically.

Non-Status Indians may show proof using the same methods used to confirm Metis ancestry e.g., church records, affidavits and family records.

3. **Members of Visible Minority Groups as identified by Statistics Canada December, 1993**

Visible Minority Subgroups include:

- Black
- South Asian
- Chinese
- Korean
- Japanese
- Southeast Asian
- Filipino
- Other Pacific Islanders
- West Asian and Arab
- Latin American